

## Consulate of India

### Visa Guidelines

#### Processing Time:

Applications received at the counter between 9.00 a.m. and 12.30 p.m. are normally processed the same day and serviced documents can be collected from the counter between 4.00 p.m. and 5.00 p.m. Applications sent in mail will normally take **10 working/business days to process from the date of receipt in the Consulate**. This time schedule does not apply to services where prior approval is required from authorities in India, or other Indian Embassies. During this period the applicants are advised to refrain from making telephonic/written/ email inquires about the status of the application.

#### Following documents are required to be submitted for visa:

1. [▶Download Visa application Form](#)
  - a) Visa application form should be filled in legibly and clearly, in bold (capital) letters in black/blue ink only. Incomplete and illegible applications may not be processed.
  - b) Name and other relevant particulars should be filled in as per details in the passport in expanded form.
2. **Passport:** It should have a minimum validity of six months on the date of application with at least two blank pages.
3. **Photographs :** 2 latest identical passport size color photographs depicting **full front view of face** against light background
4. **Supporting documents**, if the visa being applied for is other than a Tourist Visa, the visa application should be accompanied with supporting documents on type of visa applied for. For details, please see categories of visa given below.
5. Visa Fee, Please see ["Fee Schedule"](#) for the amount of fee. In case the applications are deposited in person at the counter, visa fee can be paid in cash or by Cashier's Check/Certified Check or Money Order made payable to the Consulate General of India, Houston (**PERSONAL CHECKS / CREDIT CARDS are not accepted**)
6. Persons of Indian Origin applying for a visa for the FIRST time on US passport must submit their Indian passport along with the application form for cancellation and return. If the visa is required on a new US passport booklet, either previous US passport or photocopy of Indian visa are to be submitted with the application.

## Visa Fee Schedule

Personal Checks and Credit Cards are not accepted. Payment can be made with Money Order/Certified Check/Cashier's Check drawn in favor of Embassy of India/Consulate General of India. Please add \$ 15/- towards return mail charges for application sent by mail, failing which the application will not be processed.

Cash is accepted only at the Consular Counter.

**Note:** Since visa fees are fixed on the basis of reciprocal arrangement/ or special agreements between governments, the fees could differ for citizens of different countries. Visa fee once received is not refunded even if the visa application is withdrawn or visa not granted. The current schedule of visa fees is given below. If you have any doubts, please enquire from the Embassy/Consulate before remitting the amount.

## Fee Structure for Visa Services

Type of Visa	US Nationals	Other Nationals
Transit Visa (Single/Double Entry) Validity 15 days only	\$30	\$10
<b>All types of Visa other than transit Visa valid up to 6 months (Multiple Entry)</b>	<b>\$60</b>	<b>\$40</b>
Student Visa (Valid for over 1 year to 5 years) Multiple Entry	\$95	\$75
All type of Visa other than transit Visa valid for over 6 months and up to 1 year (Multiple Entry)	\$85	\$65
Tourist/Business/Entry Visa – valid for over 1 year and up to 5 years	\$ 150	\$ 130
Tourist/Business Visa – (for US Nationals only) valid for over 5 years and up to 10 years	\$ 150	N/A
Transfer of Visa to New Passport	\$25	\$5

(Please see 'Note' below for additional charges towards reference, camp fee and mailing charges, wherever applicable)

THE JAY MALINA INTERNATIONAL TRADE CONSORTIUM IS NOT RESPONSIBLE FOR ENTRY VISA INTO INDIA. FOR ALL ENQUIRIES REGARDING VISAS PLEASE CONTACT THE CONSULATE OF INDIA AT:

TEL: 713-626-2148

E-MAIL: [CGI-HOU@SWBELL.NET](mailto:CGI-HOU@SWBELL.NET)

OR VISIT THE WEBLINK PROVIDED BELOW

<http://www.cgihouston.org/VisaGuideline.html#1>



1990 POST OAK BLVD # 600, HOUSTON, TX 77056  
TEL: (713) 626-2148/49 FAX: (713) 626-2450  
Email: [cgi-hou@swbell.net](mailto:cgi-hou@swbell.net)  
Website: [www.cgihouston.org](http://www.cgihouston.org)

## VISA APPLICATION FORM

PLEASE READ THE INSTRUCTIONS CAREFULLY BEFORE FILLING THE APPLICATION

(PLEASE PRINT IN BLOCK LETTERS ONLY)		FOR OFFICE USE ONLY	
1. FULL NAME: _____ (First) (Middle) (Last)			
2. LAST NAME AT BIRTH (IF DIFFERENT): _____			
3. MARITAL STATUS: Married _____ Unmarried _____			
4. DATE OF BIRTH _____ 5. SEX _____ mm / dd / yyyy Male _____ Female _____			
6. PLACE OF BIRTH (CITY, STATE & COUNTRY): _____			
7. CURRENT NATIONALITY: _____			
8. ARE YOU A PERMANENT/LONG-TERM RESIDENT IN USA? Yes _____ No _____ If yes please furnish photocopy of your GREEN-CARD(both sides)/Long-term Visa Status: _____ (For Non-US passport holders only)			
9. NATIONALITY AT BIRTH: _____			
10. ANY OTHER NATIONALITY/PASSPORT HELD AT PRESENT OR IN PAST(Give details)			
11. PRESENT ADDRESS: _____			
12. PHONE (HOME): _____		(WORK) _____	
13. PERMANENT ADDRESS: _____			
14. PROFESSION: _____			
15. EMPLOYER'S NAME AND ADDRESS: _____			
16. PASSPORT NUMBER: _____		17. VALID UNTIL: _____	
18. ISSUED AT: _____		19. ISSUE DATE: _____	
20. FATHER'S/HUSBAND'S NAME: _____			
21. NATIONALITY OF FATHER/HUSBAND: _____		22. NAME AND NATIONALITY OF MOTHER _____	
23. TYPE OF VISA REQUIRED (please circle): Tourist _____ Business _____ Student _____ Entry _____ Transit _____ Journalist _____ Conference _____ Employment _____ Other _____			
24. PERIOD OF VISA: 15 Days* _____   Six Months _____   One Year _____   Five Years _____   Ten Years _____   (* For Transit Only)			

25. HAVE YOU EVER VISITED INDIA BEFORE? If yes, give address where you stayed with dates or years:									
26. HA INDIAN VISA OR EXTENSION OF THE SAME EVER REFUSED TO YOU PREVIOUSLY?  Yes_____ No_____ If yes, give details:									
27. ARE YOU HOLDING A VALID “NO OBJECTION TO RETURN TO INDIA” ENDORSEMENT?  Yes_____ No_____ If yes, give details:									
28. OBJECT OF JOURNEY:									
29. ARE YOU TRAVELLING ON BEHALF OF A COMPANY?  Yes_____ No_____									
30. IF YES, GIVE NAME AND ADDRESS OF COMPANY:									
31. EXPECTED DATE OF DEPARTURE FROM USA:									
32. EXPECTED DATE OF ARRIVAL IN INDIA:									
33. PORT OF ARRIVAL IN INDIA:									
34. ARE ANY CHILDREN IN YOUR PASSPORT ACCOMPANYING YOU?  Yes_____ No_____ If yes, give details:  <table style="width: 100%; border: none;"> <thead> <tr> <th style="width: 40%; text-align: left;">Full Name</th> <th style="width: 30%; text-align: left;">Date of Birth(mm/dd/yyyy)</th> <th style="width: 30%; text-align: left;">Sex</th> </tr> </thead> <tbody> <tr> <td>(a) _____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>(b) _____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>	Full Name	Date of Birth(mm/dd/yyyy)	Sex	(a) _____	_____	_____	(b) _____	_____	_____
Full Name	Date of Birth(mm/dd/yyyy)	Sex							
(a) _____	_____	_____							
(b) _____	_____	_____							
35. NAME AND ADDRESS OF TWO REFERENCES: (a) In India: _____ _____ _____  (b) In applicant's country: _____ _____ _____									

I, \_\_\_\_\_ hereby undertake that I shall utilize my visit to India for the purpose for which the visa has been applied for and shall not, on arrival in India, try to obtain employment or set up business or extend my stay for any other purpose.

\_\_\_\_\_  
Signature of Applicant

Place: \_\_\_\_\_

Date: \_\_\_\_\_